

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0065 **ISSUE DATE:** August 15, 2016
TITLE: Technical Assistant 3, CA **CLOSING DATE:** August 29, 2016
DIVISION / UNIT: Division of Fire Safety,
Training and Certification Unit **SALARY RANGE:** A14: \$37,767.75 - \$52,973.07
LOCATION: 101 South Broad Street
Trenton, NJ

POSITIONS: 1 **DISTRIBUTION:** DEPARTMENT

DESCRIPTION OF MAJOR DUTIES: Under the direction of the Training and Certification Supervisor or other supervisory official within the Department of Community Affairs, Division of Fire Safety. Performs complex technical duties and/or performs paraprofessional responsibilities for training projects or programs that require the independent application of rules, regulations, policies and procedures to varying situations within the particular area of assignment. Review, process and issue Fire Protection and Equipment Contractors Business Permits, Contractor Certifications, Fire Inspector and Fire Official Certifications and Disability and Oxygen Emblem applications for accuracy, appropriateness and completeness, exercise independent judgment in determining disposition of an application, performs data entry functions, creates database statistical Queries and Reports, process checks and other fiscal documents, identify and resolve problems, provides technical assistance to the Supervisor as requested in the research and formulation of reports and correspondence, respond to special project requests and handle all documents in accordance with established procedures as directed by the Training and Certification Supervisor.

REQUIREMENTS

EXPERIENCE: Three (3) years of experience in providing technical assistance to state and/or local communities or agencies, completing forms or applications, resolving complaints, interpreting rules, regulations, policies, and procedures to the public, and reviewing documents for accuracy and content.

NOTE: Applicants who do not possess the required experience may substitute education at an accredited college or university for the experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0065
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to:

resumel@dca.nj.gov

Interviews are granted on the basis of the resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer